

Athletic Field reservation requirements:

- Made for dates in the next 14 days in person at the Mansfield Activities Center
- Renter is 21 years or older, on-site for the duration of the rental
- Made on written form with 1 form of ID
- Pay all rental fees on date request is made

Athletic Field Rental Request Form

RENTER INFORMATION

Renter Name:		Organization:	
Address:			
City:	State:	Zip Code:	
Phone #:	Email:		

RENTAL INFORMATION

Date of Event:		Estimated Attendance:	
Day of the Week: Sun Mon Tue Wed Thu Fri Sat			
Start Time:	AM/PM	End Time:	AM/PM
<input type="checkbox"/> Practice <input type="checkbox"/> Camp (See Andy or Greg) <input type="checkbox"/> Game <input type="checkbox"/> Clinic (See Andy or Greg) <input type="checkbox"/> Other _____			
Special Considerations: Will you have any of the following? <input type="checkbox"/> Lights* Start Time: _____ End Time: _____ >> Give light code or email Greg/Andy. <input type="checkbox"/> Concessions (actual concession buildings will not be available) <input type="checkbox"/> Other: _____ <i>*Lights are available at select fields for an additional \$25/R or \$35/NR per hour.</i> There are no restroom facilities available during field rentals. The City does not provide bases or nets. Field rentals can only be made for dates in the next 2 weeks.			

FACILITY INFORMATION

Facility Requested - Hourly Rates Listed:

Sports Complex (920 N. Holland Rd) (Soccer is Game ONLY) <input type="checkbox"/> Soccer Field (\$15/R, \$20/NR) # _____ <input type="checkbox"/> Baseball Field (\$15/R, \$20/NR) # _____	Chandler Park (1530 N. Walnut Creek Dr). (Football Fields are Game ONLY) <input type="checkbox"/> Football Fields (\$15/R, \$20/NR)
Phillip Thompson Soccer Complex (1701 N. Holland Rd) <input type="checkbox"/> EAST Soccer Field (\$15/R, \$20/NR) <input type="checkbox"/> WEST Soccer Field (\$15/R, \$20/NR)	Hardy Allmon Soccer Fields (310 N. Walnut Creek) <input type="checkbox"/> North Soccer Field (Trail) (\$15/R, \$20/NR) <input type="checkbox"/> South Soccer Field (RR) (\$15/R, \$20/NR)
McClendon Park East (740 W. Kimball St) <input type="checkbox"/> Baseball Field (\$15/R, \$20/NR)	McKnight Park East (757 US Hwy 287) <input type="checkbox"/> Softball Field (\$15/R, \$20/NR) # _____

* Lights are not available at these locations.

FULL POLICIES LISTED ON BACK

SUPERVISOR USE ONLY

<input type="checkbox"/> Event with 100+ attendance - Notify Kyle Lanier with Mansfield PD and Toby Fojtik with Parks.	
<input type="checkbox"/> Lights scheduled	Supervisor Approval:
<input type="checkbox"/> Background Check Completed	

STAFF USE ONLY

<input type="checkbox"/> Policies Signed (Signature Pad) <input type="checkbox"/> Copy of Driver's License <input type="checkbox"/> Request is in next 14 days <input type="checkbox"/> Light/Gate Code given <input type="checkbox"/> Emailed Greg/Andy about lights	Rental #: Booking Staff: Date:
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Athletic Field Rental Policies

Availability:

- Athletic fields may only be used for the sport for which they were designed.
- The Director of PARD or designee has the right to refuse rental if the proposed event conflicts with scheduled events of PARD or if the proposed use is perceived to be physically detrimental to the facility. All rentals must be approved in writing by the Mansfield Activities Center Supervisor or designee. Exceptions to the rental policy may be permitted with prior approval of PARD.

Set Up Requirements:

- It shall be the responsibility of the person signing the rental agreement to be on-site for the entire duration of the rental and to comply with and enforce all PARD policies, rules, and regulations pertaining to pavilion and amphitheater usage.
- Renter shall comply with all laws – federal, state and local – including all ordinances of the City of Mansfield and all rules, regulations, and requirements of the Parks and Recreation, Police, and Fire Departments.
- Renter shall be permitted to use only the areas which have been rented during the time that they have been rented. Renter shall not do or permit to be done, in or upon any portion of the Facility or its premises, anything that will obstruct or interfere with the rights of the other renters of the Facility.
- At no time shall a renter sub-lease or assign its rental to another individual, group, or organization.
- Additional services which are not normally provided by the City such as special sound and lighting equipment, additional stage facilities, extra electrical and utility services, etc., must be furnished solely by the individual or association who agrees to acquire necessary electrical, health, sound, and other permits as may be required and to comply with all codes and laws of the City of Mansfield.
- Water access is limited to the restroom sinks and water fountains.

Equipment:

- There are no restroom facilities available during field rentals.
- The City does not provide bases or nets.

Cleaning Requirements:

- All trash must be bagged and disposed of properly in trash receptacles.
- All decorations must be removed.

Cancellation:

- If a rental needs to be rescheduled due to weather or schedule conflicts, the renter must contact the Mansfield Activities Center by the next business day following their rental date to reschedule or request a refund.

Security Requirements:

- One chaperone (at least 21 years old) shall be required for every 25 minors (up to 18 years of age). Chaperones shall be present when the rental begins, be present throughout the rental time, and shall not leave the area until all youth have vacated the immediate area.
- PARD staff shall reserve the right to determine whether police security shall be required during a scheduled activity and, in collaboration with the Mansfield Police Department, shall determine the amount of security required during the occupancy of the facility. If the renter refuses to assume the cost of such police security, then the rental shall be subject to cancellation. If a rental requires an off-duty officer, a background check will be completed on the renter.

- All applications must state the maximum expected attendance. A rental may be shut down immediately by the Mansfield Activities Center staff or Mansfield Police Department without refund of deposit or rental fees on the following conditions:
 - If expected attendance exceeds maximum number stated by greater than 10%.
 - Breach of the Peace.

Prohibited Activities and Items:

- Commercial solicitation and transactions are prohibited.
- Firearms, golfing, archery, remote control vehicles including planes, and horseback riding are prohibited. Pets shall be kept on a leash at all times.
- Glass containers and/or alcoholic beverages ARE NOT permitted in the parks, leased facilities, or parking lots.
- Where vehicle parking lots or areas have been set aside in any park in the city, no vehicle shall be driven over or across the curbs, sidewalks, grass or lawn within the park, and vehicles shall be parked in the parking lots or areas as designated and not elsewhere unless approved by PARD Director.
- Campfires and open burning is not allowed in any City Park. Personal barbeque grills are allowed in the parking lot only.

Disclaimer:

- PARD reserves the right to cancel a rental at any time. Any rental found to be in violation of the rules stated will be subject to loss of its security deposit and shall be grounds for prohibiting future use of PARD facilities.
- Renter agrees to indemnify and hold harmless the City, its agents, and employees from and against any claims for damages to persons or property arising out of any use of the facility and its premises by renter. The renter does hereby assume all liability and responsibility for bodily injuries, claims, or suits for damages to persons or property of whatsoever kind or character, whether real or asserted, occurring in connection with the use of the facility or its premises by renter, his or its agents, servants, employees, contractors or subcontractors. The City assumes no responsibility for any property placed in or about the facility.

I have read and understand the Athletic Field Rental Policies.

YOUR SIGNATURE WILL BE COLLECTED ON THE SIGNATURE PAD DURING BOOKING.